



# **TRANSFER OPPORTUNITY**

## **FOR CURRENT STATE EMPLOYEES**

### **STAFF COUNSEL/PRIVACY OFFICER**

**DEPARTMENT OF INDUSTRIAL RELATIONS  
OFFICE OF THE DIRECTOR, LEGAL UNIT**

<b>Salary:</b>	<b>Staff Counsel</b>	<b>Staff Counsel III (Specialist)</b>	<b>\$7,682 - \$9,478</b>
	Range A \$4,674		
	Range B \$4,678 - \$5,137	<b>Staff Counsel IV</b>	<b>\$8,480 - \$10,477</b>
	Range C \$5,638 - \$6,818		
	Range D \$6,347 - \$7,828		

**Location:** 455 Golden Gate Avenue, San Francisco, CA 94102 **-or -**  
2424 Arden Way, Sacramento, CA 95825

**Duties:** Under the direct supervision of the Chief Counsel, OD-Legal Unit, the incumbent will:

- Conduct legal research concerning privacy laws applicable to the functions of the Department of Industrial Relations
- Develop privacy policies and procedures for collecting, using and disclosing Department records (paper, electronic, etc.) containing personal information
- Develop and deliver annual privacy training and awareness programs
- Collaborate with the Department's Information Security Officer in responding to security incidents involving personal information, as well as in monitoring and evaluating Department compliance with privacy policies and procedures
- Provide legal advice and representation on privacy impact of Department programs and systems involving personal information, including advice on appropriate language for contracts involving access to Department-owned personal information
- Evaluate and develop statutory and regulatory proposals

**SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending a completed State application (Form STD 678) and resume to:

Department of Industrial Relations  
Office of the Director – Legal Unit  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention: Vanessa Holton**

**Applications accepted until March 30, 2009, or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.